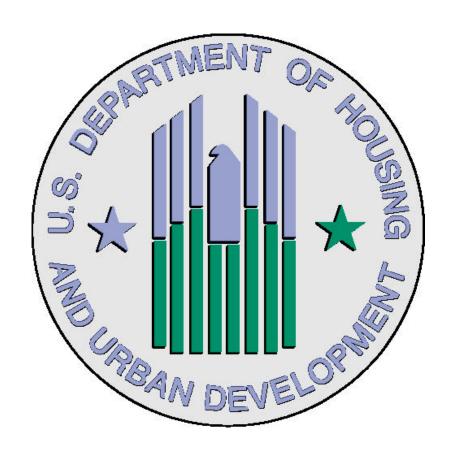# Multifamily Tenant Characteristics System (MTCS)

Resident Characteristics Report Guide
September 1999

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1. Summary

The *Residents Characteristics* Report *(RCR)* provides aggregate demographic and income information that facilitates an analysis of PHA operations. This report provides information on the residents that each PHA serves and the level of service that the PHA provides.

The *RCR* displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation, and Office of Housing programs.

This guide helps users to:

- Access the *Residents Characteristics* Report
- Understand MTCS report data fields
- Interpret and use the data contained in the report

* This guide is for the *Resident Characteristics* Report and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the Resident Characteristics Report

From the *MTCS Main Menu,*

- Use your mouse to click on the words 'MTCS Reports'

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1 Program Selection

From the *Selection Menu,* you must select one of the programs listed below to view this report.

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Moderate Rehabilitation
5. All Offices of PIH Programs
6. Public & Indian Housing
7. Indian Housing
8. Section 8 Certificates & Vouchers
9. Office of Housing

- Use your mouse to select a 'program' from the drop-down box

Program Selection

Public Housing

2.2 Level of Information

Once you have selected a program, you must select a level of information.

To view the *RCR*, you must select a level of information from the list below:

1. National
2. State
3. Field Office
4. Metropolitan Area
5. County
6. City or Locality
7. Housing Agency
8. Project (Public and Indian Housing only)
9. Congressional District

- Use your mouse to select the 'level of information'

⊙ National

* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3 Resident Characteristics Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Residents Characteristics* Report

Resident Characteristics

3. Data Field Definitions

Definitions apply to the selected 'program type' and 'level of information.'

The *Resident Characteristics* Report has seven sections of information:

1. Units
2. Income
3. TTP/Household Type
4. Race/Ethnicity/Family Subsidy Status
5. Member's Age
6. Length of Stay
7. Household/Bedroom Size

Data Field	Data Field Definition
UNITS	
Total Available Units	Public Housing: Total number of available units from the Integrated Business System (IBS) Section 8: Total number of contract units from HUD's Central Accounting Program System (HUDCAPS)
Total Occupied Units	Public Housing: Total number of occupied units from IBS Section 8: Total number of occupied units from HUDCAPS
Port Move-Ins Billing *Section 8 only*	Number of families that the PHA bills to another PHA Excludes: • Families absorbed by the PHA
Port Move-Outs Being Billed *Section 8 only*	Number of families that another PHA bills to the PHA Excludes: • Families that another PHA absorbs
Number of Families Administered *Section 8 only*	Number of families whose assistance is administered by the PHA
Number Reported	Number of families reported
Percent Reported	*Public Housing:* Percent of families reported (Number reported divided by total occupied units) Section 8: Percent of families reported (Number reported divided by total number of units administered)

Data Field	Data Field Definition
INCOME	
Distribution by Income, Average Annual (%)	Percent of families within each Average Annual Income Category Average Annual Income Categories: • Extremely Low Income, Below 30% of Median • Very Low Income, 50% of Median • Low Income, 80% of Median • Above Low Income • Income Limit Unavailable Excludes: • Families with $0 income Note: • 'Income Limit Unavailable' includes families with income over $90,000 and families whose addresses cannot be geocoded
Income, Average Annual	Average annual income of families Excludes: • Families with $0 income
Distribution by Income (%)	Percent of families within each Income Category Income Categories: • $0 • $1-$5,000 • $5,001-10,000 • $10,001-$15,000 • $15,001-$20,000 • $20,001-$25,000 • Above $25,000
Distribution by Source of Income (%)	Percent of families within each Source of Income Category Source of Income Categories: • Any Wages (includes military pay, federal wage, other wage, own business, and HA wage) • TANF/General Assistance • SSI/SS/Pension • Any Other Income (includes child support, unemployment benefits, Indian trust/per capita, and other non-wage income) Includes: • Families with $0 income and those that exceed $90,000

Data Field	Data Field Definition
TTP/HOUSEHOLD TYPE	
Distribution by Total Tenant Payment (%)	Percent of families within each Total Tenant Payment (TTP) Category TTP Categories: • $0 • $1-$25 • $26-$50 • $51-$100 • $101-$200 • $201-$350 • $351-$500 • $501 and Above • TTP missing
TTP, Average Monthly ($)	Average monthly TTP for all families Excludes: • Missing TTP • TTP greater than $2,250
Distribution by Family Type (%)	Percent of families within each Family Type Category Family Type Categories: • Age 62 and Over *(HOH, spouse, or co-head)* • Under 62 with Disabilities *(HOH, spouse, or co-head, and families not included in the first category)* • Other Families with Dependents *(families not included in first 2 categories)* • Other Families without Dependents *(families not included in first 3categories)* • All Families with Dependents *(this includes families with HOH, spouse, or co-head Age 62 and families with HOH, spouse, or co-head Under 62 with Disabilities)*
Average TTP by Family Type ($)	Average monthly TTP by family type

Data Field	Data Field Definition
RACE/ETHNICITY/FAMILY SUBSIDY STATUS	
Distribution by Head of Household's Race (%)	Percent of Head of Household's (HOH's) within each Race Category Race Categories: • White • Black • American Indian or Alaska Native • Asian or Pacific Islander
Distribution by Head of Household's Ethnicity (%)	Percent of HOH's within each Ethnicity Category Ethnicity Categories: • Hispanic • Non-Hispanic
Distribution by Family Subsidy Status (%)	Percent of families within each Family Subsidy Status Category Family Subsidy Status Categories: • (E) Eligible for Full Assistance • (P) Prorated Assistance • (N) Not Subject to the Noncitizens Rule
Total Number of Household Members	Total number of household members for all families
MEMBER'S AGE	
Distribution by Household Member's Age (%)	Percent of household members within each Age Category Age Categories: • 0 -5 • 6 -17 • 18 - 50 • 51 - 61 • 62 - 82 • 83+

Data Field	Data Field Definition
LENGTH OF STAY	
Distribution by Length of Stay (%) *Public and Indian Housing only*	Percent of families within each Length of Stay Category Length of Stay Categories: • Moved in Past Year • 1 + to 2 Years Ago • 2 + to 5 Years Ago • 5 + to 10 Years Ago • 10 + to 20 Years Ago • Over 20 Years Ago • Not Reported Note: • MTCS calculates the length of stay as the effective date of action less the admission date
HOUSEHOLD/BEDROOM SIZE	
Distribution by Household Size (%)	Percent of households within each Household Size Category Household Size Categories: • 1 Person • 2 Persons • 3 Persons • 4 Persons • 5 Persons • 6 Persons • 7 Persons • 8 Persons • 10+ Persons
Average Household Size	Average number of individuals per household
Distribution by Number of Bedrooms (%)	Percent of families within each Unit Size Category Unit Size Categories: • 0 Bedrooms • 1 Bedroom • 2 Bedrooms • 3 Bedrooms • 4 Bedrooms • 5+ Bedrooms Excludes: • Units with 0 bedrooms occupied by more than two

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1 Key Data Fields

- **Total Available Units** and **Total Occupied Units** reveal the occupancy status of a PHA or individual project. For Public and Indian Housing programs, Total Available Units refers to the total number of units available for occupancy. MTCS obtains Public Housing unit count information from HUD's Integrated Business System (IBS). IBS collects unit count information based on PHA submissions of Form HUD-51234. For Section 8 programs, MTCS obtains the Total Available and Total Occupied Units data from HUDCAPS. HUDCAPS receives its unit count data from the PHA's Year-End Statement, Form HUD-52681.

- **Portability Move-ins Billing** and **Port Move-Outs Being Billed** capture the effects of portability among Section 8 families in a PHA. Portability Move-ins Billing refers to the total number of Section 8 families that the PHA bills to another PHA. It excludes families absorbed by the PHA. Port Move-Outs Being Billed reflects the number of families that another PHA bills to the PHA. It excludes the families that another PHA absorbs.

- **Number of Units Administered** refers to the total occupied units the PHA and includes portability effects. This report field provides PHA users with a total count of all Section 8 families it administers.

- HUD calculates the **Percent Reported** (a PHA's reporting rate) by using the **Number Reported.** The Number Reported field represents Form HUD-50058 records stored in MTCS. The Number Reported only counts records that MTCS accepted which means the record must be free of fatal errors. The Percent Reported is the Number Reported divided by the **Total Occupied Units** for Public Housing and the **Number of Units Administered** for Section 8 Certificate, Voucher, and moderate rehabilitation programs. This figure allows HUD and the PHA to determine if it complies with the MTCS reporting requirements described in Notice PIH 99-2.

- **Income distributions** focus on who the PHA serves in terms of both the range and source of family income. Sources of family income include wages or Temporary Assistance to Needy Families.

- **Subsidy status** indicates families not eligible for full assistance and reflects PHA compliance with the Noncitizens Rule of 1995. With the enactment of the Public Housing Reform Law, PHAs must enforce the Noncitizens Rule of 1995. PHAs that previously opted out of the Noncitizens rule must verify eligibility status in accordance with Section 214 (of the Housing and Community Development Act of 1980) and the regulations in 24 CFR 5, subpart E.

4.2 PHA Uses for the Report

- **Monitor reporting rates**

PHAs must report 100 percent of their Form HUD-50058 data for all Public Housing and Section 8 families electronically to MTCS. Under Notice PIH 99-2, HUD requires PHAs to submit a minimum of 85 percent of their Public Housing and Section 8 Certificate and Voucher records to MTCS or face sanctions.

As you can see from the report below, this PHA needs to improve its reporting rate. The PHA has a 77 percent reporting rate for its Public Housing program. Project number "002", with a 49 percent reporting rate, may require special assistance to collect and transmit Form HUD-50058 data to MTCS:

MTCS – Resident Characteristics Report				
Program: Public Housing				
Units Information	**HA001**	**HA001001**	**HA001002**	**HA001003**
Total Available Units	11,022	173	74	96
Total Occupied Units	9,804	182	74	93
Number of units administered	2,456	**0**	**0**	**0**
Number reported	7,591	111	36	76
Percent reported	**77%**	**61%**	**49%**	**82%**

Remember, if you select a Public or Indian Housing program for this report, fields that are "Section 8 only" contain zeros.

If your PHA has a reporting rate above 100 percent, review the Families Ending Participation Report to ensure that MTCS does not contain data for families who have left assisted housing programs. A PHA can also run an Ad Hoc report to determine the families it needs to submit "End of Participation" records to MTCS.

The Late Reexamination Report can also help PHA staff determine why its reporting rate exceeds 100 percent. A review of the Late Reexamination Report will indicate the number of families the PHA needs to recertify and transmit updated Form HUD-50058 data to MTCS. A large number of late reexaminations may indicate the need to submit end of participations to MTCS for those families that left assisted housing. If a PHA does not submit timely end of participation data to MTCS, its reporting rate can be inaccurate.

- **Assess PHA turnover**

PHAs can use this report to get basic data about the PHA and the families it serves. Length of stay data from this report helps PHAs understand issues like turnover when it examines how long tenants live in Public Housing or the number of new admissions.

MTCS – Resident Characteristics Report				
Program: Public Housing	**HA001**	**HA001001**	**HA001002**	**HA001003**
Length of Stay				
Moved in, Past year	**17**	**27**	**9**	**10**
1+ -2	11	5	30	5
Distribution 2+ -5	19	29	35	12
by Length of 5+ -10	21	14	26	40
Stay (%) 10+ -20	17	17	0	18
Over 20 years ago	1	7	0	15
Not reported	0	0	0	15

PHAs can also review household size and number of bedroom data to understand the range of household and unit size data to determine if the PHA's inventory meets the needs of its waiting list.

- **Evaluate deconcentration requirements**

PHAs can access the Resident Characteristics Report by project to analyze income information. In the Resident Characteristics Report extract below, project "001" houses the most impoverished households at admission.

MTCS – Resident Characteristics Report				
Program: Public Housing	**HA001**	**HA001001**	**HA001002**	**HA001003**
Income Information				
Extremely low income (below 30% of median)	25	**77**	61	0
Very low income (below 50% of median)	4	14	3	0
Low income (below 80% of median)	1	1	3	0
Above low income	0	0	0	0
Income limit unavailable	70	8	3	100

Remember that the "**income limit unavailable**" field means that MTCS cannot obtain geographical information on tenants due to incorrect or incorrectly formatted addresses.

PHAs can run an Ad Hoc report to determine what addresses MTCS has stored for each family. The "income limit unavailable" message can also occur if a project address can not be geocoded. The geocoding service uses the project address instead of the family address reported by the PHA on Form HUD-50058.

- **Comply with fair housing and equal opportunity requirements**

PHAs can use the Resident Characteristics Report to learn more about the racial and ethnic profile of the PHA to ensure it complies with HUD fair housing requirements. PHAs can generate this report by project to collect and analyze information at a more detailed level. From the excerpt below, this PHA's population is 35 percent white and 65 percent black; and project "003" population is 99 percent black compared to project "002" which is 83 percent black.

MTCS – Resident Characteristics Report					
Program: Public Housing		**HA001**	**HA001001**	**HA001002**	**HA001003**
Race/Ethnicity/Family Subsidy Status					
	White	35	10	17	1
Distribution by	Black	65	90	**83**	**99**
Race (%)	American Indian or Alaska Native	0	0	0	0
	Asian or Pacific Islander	0	0	0	0
Distribution by	Hispanic	35	12	11	1
Ethnicity (%)	Non-Hispanic	65	88	89	99

- **Obtain profiles of assisted housing tenants**

The Resident Characteristics Report provides a PHA with basic data to assess local housing needs. PHA-wide and project-by-project breakdowns are available that highlight basic housing inventory information and tenant demographic data. If a PHA operates within a single county, the report gives a county summary and breakdowns that can show a comprehensive view of PHA administered programs in the county.

4.3 HUD Uses for the Report

▪ **Assess reporting rates**

Field Offices and TARCs can use the Resident Characteristics Report to monitor PHA compliance with Notice PIH 99-2. PHAs with particularly low reporting rates may require special attention or technical assistance. The report below suggests that a particular project at this PHA may require targeted technical assistance to improve its reporting rate.

MTCS – Resident Characteristics Report				
Program: Public Housing				
Units Information	**HA001**	**HA001001**	**HA001002**	**HA001003**
Total Available Units	11,022	173	74	96
Total Occupied Units	9,804	182	74	93
Number of units administered	2,456	**0**	**0**	**0**
Number reported	7,591	111	36	78
Percent reported	**77**	61	**49**	82

Remember, if you select a Public or Indian Housing program for this report, fields that are "Section 8 only" contain zeros.

Field Offices and TARCs can also access this report at the Field Office level to monitor aggregate PHA reporting rates for their jurisdiction.

• **Analyze housing inventory**

Field Offices and TARCs can use this report to get an idea of how a PHA provides its housing services. It offers Field Offices and TARCs data about household needs and the extent to which the PHA meets those needs by assisted housing programs. This report also helps Field Offices and TARCs to determine if any occupancy problems exist at a PHA (or its individual projects).

• **Obtain profiles of assisted housing tenants**

The Resident Characteristics Report is a good source of basic demographic and income information about the residents in a PHA. This report may help explain differences in the operations of PHAs that appear on the surface to be similar.

For example, a comparison of two PHAs where each has 500 units of Public Housing could be misleading. A review of several portions of the Resident Characteristics Report demonstrates why budgets and staffing requirements could look significantly different. One PHA may have a higher percentage of families with children (or other dependents) as occupants and a lower percentage of elderly occupants. This scenario means that even though both PHAs have the same number of units, the PHA with more families will have larger units and different services.

5. Business Rules

These business rules give technical definitions for the fields on the *Resident Characteristics* Report (RCR). Business rules reflect program rules and calculations performed for each report field.

* This document is not intended to be the sole source of information for the *RCR*. For more information on the *RCR*, please go to:

www.hud.gov/pih/systems/mtcs/document.html

5.1 Exclusions and Notes

All report fields exclude certain information, unless otherwise indicated.

EXCLUDE:

1. Cases where the 'type of action' is:

    - Portability move-out (line 2a = 5)
    - End of participation (line 2a = 6)
    - FSS enrollment or exit only (line 2a = 8)

2. Date of admission (line 2c) from all length of stay calculations, if line 2c is not reported

3. Annual income (line 7m) from all calculations, if annual income is equal to zero or greater than $90,000

4. Total Tenant Payment (TTP) from both the numerator and denominator for all calculations, if TTP is missing or greater than $2,250 unless otherwise directed:

    - Public Housing, Indian Housing, Certificates, Moderate Rehabilitation (line 9j)
    - Vouchers (line 9f

NOTES:

- If you select a Public or Indian Housing program for this report, fields that are 'Section 8 only' contain zeros

- If you select a Section 8 program for this report, fields that are 'Public and Indian Housing only' contain zeros

- MTCS reports to whole percents only (e.g. 17%, not 16.8%)

5.2 General Definitions

Definitions that appear in this section are not repeated in the data field definitions. Please review this section for clarification.

Total family count
The number of families where 'type of action' is:

- New admissions (line 2a = 1)
- Annual reexaminations (line 2a = 2)
- Interim reexaminations (line 2a = 3)
- Portability move-in (line 2a = 4)
- Other change of unit (line 2a = 7)

Annual income
- Annual income is equal to (line 7m) of Form HUD-50058

    1. If (line 7m) is blank or zero, calculate it by summing (line 6j) and (line 7i). If it is still blank or zero, that case is excluded from both the numerator and denominator of all calculations unless otherwise indicated.
    2. If (line 7m) is greater than 90,000, it is considered missing, and that case is excluded from all calculations.

Median income
To find the applicable median income from Census data, Public Housing uses the project number (lines 1e, 1f, 1g) to determine the metropolitan statistical area (MSA) and county (a result of geocoded address) where the project is located and the household size (line 3r).

To find the applicable median income from Census data, Section 8 Certificates, Vouchers, and Moderate Rehabilitation use state, MSA, and county (a result of geocoded address) where the unit is located and the household size (line 3r).

Length of stay
Length of stay is equal to the effective date of action (line 2b) minus the date of admission to program (line 2c)

Total tenant payment
- Equal to (line 9j)
- Unless program is Vouchers (1d = VO), then TTP is equal to (line 9f)

Summarization date
The process to generate MTCS reports is called summarization. The summarization schedule stores and updates data on a regular schedule. When MTCS uses the summarization date to perform calculations, it uses the first Friday of the month. All report calculations correspond with the most recent summarization date.

5.3 Business Rules

Data Field	Business Rule
UNITS	
Total Available Units	*Public Housing:* **NUMBER OF:** • Available units from the Integrated Business System (IBS) as provided on the Form HUD-51234 *Section 8:* **NUMBER OF:** • Available units from HUD's Central Accounting Program System (HUDCAPS) as provided on the Year End Settlement Statement
Total Occupied Units	*Public Housing:* **NUMBER OF:** • Occupied units from IBS as provided on the Form HUD-51234 *Section 8:* **NUMBER OF:** • Occupied units from HUDCAPS as provided on the Year End Settlement Statement
Port Moves-ins Billing *Section 8 only*	**NUMBER OF:** • Occupied units • **WHERE** cost billed per month (line 11e or 12e) is greater than zero
Port Move-outs Being Billed *Section 8 only*	**NUMBER OF:** • Occupied units • **WHERE** cost billed per month (line 11e or 12e) is greater than zero • **AND** where HA number billed (line 11f or 12f) equals yes
Number of Families Administered *Section 8 only*	**NUMBER OF:** • Occupied units • **PLUS** port move-ins billing • **MINUS** port move-outs being billed
Number Reported	**NUMBER OF:** • Families contained in MTCS database

Data Field	Business Rule
Percent Reported	*Public Housing:* **NUMBER OF:** • Families **DIVIDED BY:** • Number of occupied units *Multiplied by 100* *Section 8:* **NUMBER OF:** • Families **DIVIDED BY:** • Number of units administered *Multiplied by 100*
INCOME	
Distribution by Income, Average Annual (%)	**Section Heading**
Extremely Low Income, Below 30% of Median	**NUMBER OF:** • Families with annual income (line 7m) below 30% of the median income for their state, metropolitan statistical area (MSA), or county **DIVIDED BY:** • Total number of families *Multiplied by 100*
Very Low Income, 50% of Median	**NUMBER OF:** • Families with annual income (line 7m) between 30 and 50% of the median income for their state, MSA, or county **DIVIDED BY:** • Total number of families *Multiplied by 100*
Low Income, 80% of Median	**NUMBER OF:** • Families with annual income (line 7m) between 51 and 80% of the median income for their state, MSA, or county **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
Above Low Income	**NUMBER OF:** • Families with annual income (line 7m) over 80% of the median income for their state, MSA, or county **DIVIDED BY:** • Total number of families *Multiplied by 100*
Income Limit Unavailable	**NUMBER OF:** • Families with annual income (line 7m) above $90,000 • **OR** whose address cannot be geocoded **DIVIDED BY:** • Total number of families *Multiplied by 100* **EXCLUDES:** • Families with zero income
Income, Average Annual	**SUM OF :** • Annual income (line 7m) for all families **DIVIDED BY:** • Total number of families
Distribution by Income (%)	**Section Heading**
$ 0	**NUMBER OF:** • Families with an annual income (line 7m) of zero **DIVIDED BY:** • Total number of families *Multiplied by 100*
$ 1- $5,000	**NUMBER OF:** 1. Families with an annual income (line 7m) from $1 - $5,000 **DIVIDED BY:** 2. Total number of families *Multiplied by 100*

Data Field	Business Rule
$5,001- $10,000	**NUMBER OF :** **3.** Families with an annual income (line 7m) from $5,001-$10,000 **DIVIDED BY:** 4. Total number of families *Multiplied by 100*
$ 10,001- $15,000	**NUMBER OF:** • Families with an annual income (line 7m) from $10,001-$15,000 **DIVIDED BY:** • Total number of families *Multiplied by 100*
$15,001- $20,000	**NUMBER OF:** • Families with an annual income (line 7m) from $15,001-$20,000 **DIVIDED BY:** • Total number of families *Multiplied by 100*
Above $25,000	**NUMBER OF:** • Families with an annual income (line 7m) above $25,000 **DIVIDED BY:** • Total number of families *Multiplied by 100*
Distribution by Source of Income (%)	**Section Heading**

With any wages	**NUMBER OF:**
	
	• Families with income from:
	    1. Military pay (line 7b = M)
	    2. Federal wage (line 7b = F)
	    3. Own business (line 7b = B)
	    4. HA wage (line 7b = HA)
	
	DIVIDED BY:
	
	• Total number of families
	
	Multiplied by 100

Data Field	Business Rule

With any TANF/General Assistance	**NUMBER OF:**
	
	• Families with income from:
	    • TANF (line 7b = T)
	    • General Assistance (line 7b = G)
	    • AFDC (line 7b = T)
	
	DIVIDED BY:
	
	• The total number of families
	
	Multiplied by 100

With any SSI/SS/Pension	**NUMBER OF:**
	
	1. Families with income from:
	    • Supplemental Social Security Income (line 7b = S)
	    • Social Security (line 7b = SS)
	    • Pension (line 7b = P)
	
	DIVIDED BY:
	
	1. The total number of families
	
	Multiplied by 100

With any other income	**NUMBER OF:**
	
	1. Families with income from any other source including:
	    2. Child Support (line 7b = C)
	    3. Unemployment Benefits (line 7b = U)
	    4. Indian Trust/per capita (line 7b = I)
	    5. Other non-wage sources (line 7b = N)
	
	<u>DIVIDED BY:</u>
	
	6. The total number of families
	
	Multiplied by 100

With source of income missing	**NUMBER OF:** • Families with their source of income missing **DIVIDED BY:** • The total number of families *Multiplied by 100*

Data Field	Business Rule
TTP/HOUSEHOLD TYPE	
Distribution by Total Tenant Payment (%)	Section Heading
$0	**NUMBER OF:** • Families with a total tenant payment of $ 0 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$1-$25	**NUMBER OF:** • Families with a total tenant payment from $1-$25 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$26-$50	**NUMBER OF:** • Families with a total tenant payment from $26-$50 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$51-$100	**NUMBER OF:** • Families with a total tenant payment from $51-$100 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$101-$200	**NUMBER OF:** • Families with a total tenant payment from $101-$200 **DIVIDED BY:** • The total number of families *Multiplied by 100*

Data Field	Business Rule
$201-$350	**NUMBER OF:** • Families with a total tenant payment from $201-$350 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$351-$500	**NUMBER OF:** • Families with a total tenant payment from $351-$500 **DIVIDED BY:** • The total number of families *Multiplied by 100*
$501 and Above	**NUMBER OF:** • Families with a total tenant payment of $501 and less than or equal to $2250 **DIVIDED BY:** • The total number of families *Multiplied by 100*
TTP missing	**NUMBER OF:** • Families with a total tenant payment that is missing or greater than $2,250 **DIVIDED BY:** • The total number of families *Multiplied by 100*
TTP, Average Monthly ($)	**SUM OF:** • Monthly TTPs for all families **DIVIDED BY:** • The total number of families

Data Field	Business Rule
Distribution by Family Type (%)	**Section Heading** **NOTE:** • Look at first category, to see if Head of Household (HOH), spouse, or co-head meets the criteria. If the criteria is not met, move to the next category
Age 62 or Over	**NUMBER OF:** • Families • **WHERE** the HOH, spouse, or co-head (line 3h = H, S, or K) birth date (line 3e) is 62 or more years **DIVIDED BY:** • The total number of families *Multiplied by 100*
Under 62 with Disabilities	**NUMBER OF:** • Families • **WHERE** the HOH, spouse, or co-head (line 3h = H, S, or K) birth date (line 3e) is less than 62 years ago and has disabilities (line 3j = Y) **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62

Data Field	Business Rule
Other Families with Dependents	**NUMBER OF:** • Families not included in the first two categories • **WHERE** at least one family member exists that is a dependent • **AND** the number of dependents (line 8k) is greater than zero **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62 • Families with HOH, spouse, or co-head younger than 62 with disabilities • Families without dependents
Other Families without Dependents	**NUMBER OF:** • Families not included in the first three categories • **WHERE** there are no dependents (line 8k = 0) **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62 • Families with HOH, spouse, or co-head younger than 62 with disabilities • Families with dependents

Data Field	Business Rule
All Families with Dependents	**NUMBER OF:** • All families • **WHERE** at least one family member is a dependent • **AND** the number of dependents (line 8k) is greater than zero **DIVIDED BY:** • The total number of families *Multiplied by 100* **NOTE:** • Includes families with HOH, spouse, or co-head age 62 and over and families with HOH, spouse, and co-head under 62 with disabilities
Average TTP by Family Type ($)	**Section Heading**
Age 62 or Over	**SUM OF:** • Total tenant payments for families • **WHERE** HOH, spouse, or co-head (line 3h = H, S, K) birth date (line 3e) is 62 or more years ago <u>DIVIDED BY:</u> • The total number of families *Multiplied by 100*

Data Field	Business Rule
Under 62 with Disabilities	**SUM OF:** • Total tenant payments for families • **WHERE** the HOH, spouse, or co-head (line 3h = H, S, or K) birth date (line 3e) is less than 62 years ago and has disabilities (line 3j = Y) **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62
Under 62 with Disabilities	**SUM OF:** • Total tenant payments for families • **WHERE** the HOH, spouse, or co-head (line 3h = H, S, or K) birth date (line 3e) is less than 62 years ago and has disabilities (line 3j = Y) **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62
Other Families with Dependents	**SUM OF :** • Total tenant payments for families not included in the first two categories • **WHERE** at least one family member is a dependent • **AND** the number of dependents (line 8k) is greater than zero **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62 • Families with HOH, spouse, or co-head younger than 62 with disabilities • Families without dependents

Data Field	Business Rule
Other Families without Dependents	**SUM OF:** • Total tenant payments for families not included in the first three categories • **WHERE** there are no dependents (line 8k = 0) **DIVIDED BY:** • The total number of families *Multiplied by 100* **EXCLUDES:** • Families with HOH, spouse, or co-head older than 62 • Families with HOH, spouse, or co-head younger than 62 with disabilities • Families with dependents
All Families with Dependents	**SUM OF:** • Total tenant payments • **WHERE** at least one family member is a dependent • **AND** the number of dependents (line 8k) is greater than zero *DIVIDED BY:* • The total number of families *Multiplied by 100* **NOTE:** • Includes families with HOH, spouse, or co-head Age 62 and over and families with HOH, spouse, or co-head under 62 with disabilities
RACE/ETHNICITY/FAMILY SUBSIDY STATUS	
Distribution by Head of Household's Race (%)	Section Heading
White	**SUM OF:** • Families • **WHERE** the HOH's race is white (line 3k = 1) **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
Black	**SUM OF:** • Families • **WHERE** the HOH's race is black (line 3k = 2) **DIVIDED BY:** • Total number of families *Multiplied by 100*
American Indian or Alaskan Native	**SUM OF:** • Families • **WHERE** the HOH's race is American Indian or Alaskan Native (line 3k = 3) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Asian or Pacific Islander	**SUM OF:** • Families • **WHERE** the HOH's race is Asian or Pacific Islander (line 3k = 4) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Distribution by Head of Household's Ethnicity (%)	**Section Heading**
Hispanic	**SUM OF:** • Families • **WHERE** the HOH's ethnicity is Hispanic (line 3m = 1) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Non-Hispanic	**SUM OF:** • Families • **WHERE** the HOH's ethnicity is Non-Hispanic (line 3m = 2) **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
Distribution by Family Subsidy Status (%)	**Section Heading**
Full Assistance	**SUM OF:** • Families • **WHERE** the subsidy status is full assistance (line 3s = C, E, F, T) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Prorated Assistance	**SUM OF:** • Families • **WHERE** the subsidy status is prorated assistance (line 3s = P) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Not Subject to Noncitizens Rule	**SUM OF:** • Families • **WHERE** the subsidy status is not subject to Noncitizens rule (line 3s = N) **DIVIDED BY:** • Total number of families *Multiplied by 100*
Total Number of Household Members	**NUMBER OF** • Household members (line 3r) for all families
MEMBER'S AGE	
Distribution by Household Member's Age (%)	**Section Heading**
0-5	**NUMBER OF:** • Household members • **WHERE** the household member is between the ages of 0 and 5 (line 3f is greater than or equal to 0, and less than or equal to 5) **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
18-50	**NUMBER OF:** • Household members • **WHERE** the household member is between the ages of 18 and 50 (line 3f is greater than or equal to 18, and less than or equal to 50) **DIVIDED BY:** • Total number of families *Multiplied by 100*
51-61	**NUMBER OF:** • Household members • **WHERE** the household member is between the ages of 51 and 61 (line 3f is greater than or equal to 51, and less than or equal to 61) **DIVIDED BY:** • Total number of families *Multiplied by 100*
62-82	**NUMBER OF:** • Household members • **WHERE** the household member is between the ages of 62 and 82 (line 3f is greater than or equal to 62, and less than or equal to 82) **DIVIDED BY:** • Total number of families *Multiplied by 100*
83+	**NUMBER OF:** • Household members • **WHERE** the household member is 83 years or older (line 3f is greater than 83) **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
LENGTH OF STAY	
Distribution by Length of Stay (%)	Section Heading
Moved in Past Year *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is less than one year **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*
1 + to 2 Years Ago *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is greater than 1 year and less than or equal to 2 years **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*
2 + to 5 Years Ago *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is greater than 2 year and less than or equal to 5 years **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*
5 + to 10 Years Ago *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is greater than 5 year and less than or equal to 10 years **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*

Data Field	Business Rule
10+ to 20 Years Ago *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is greater than 10 years and less than or equal to 20 years **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*
Over 20 Years Ago *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the length of stay is greater than 20 years **DIVIDED BY:** • Total number of families • **WHERE** length of stay is known *Multiplied by 100*
Not Reported *Public and Indian Housing only*	**NUMBER OF:** • Families • **WHERE** the date of admission to the program (line 2c) is not reported **DIVIDED BY:** • Total number of families *Multiplied by 100*
HOUSEHOLD/BEDROOM SIZE	
Distribution by Household Size (%)	**Section Heading**
1 person	**NUMBER OF:** • Families • **WHERE** there is 1 person in the household (line 3r = 1) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 1 **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
2 persons	**NUMBER OF:** • Families • **WHERE** there are 2 persons in the household (line 3r =2) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 2 **DIVIDED BY:** • Total number of families *Multiplied by 100*
3 persons	**NUMBER OF:** • Families • **WHERE** there are 3 persons in the household (line 3r =3) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 3 **DIVIDED BY:** • Total number of families *Multiplied by 100*
4 persons	**NUMBER OF:** • Families • **WHERE** there are 4 persons in the household (line 3r = 4) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 4 **DIVIDED BY:** • Total number of families *Multiplied by 100*
5 persons	**NUMBER OF:** • Families • **WHERE** there are 5 persons in the household (line 3r =5) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 5 **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
6 persons	**NUMBER OF:** • Families • **WHERE** there are 6 persons in the household (line 3r =6) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 6 **DIVIDED BY:** • Total number of families *Multiplied by 100*
7 persons	**NUMBER OF:** • Families • **WHERE** there are 7 persons in the household (line 3r =7) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 7 **DIVIDED BY:** • Total number of families *Multiplied by 100*
8 persons	**NUMBER OF:** • Families • **WHERE** there are 8 persons in the household (line 3r =8) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 8 **DIVIDED BY:** • Total number of families *Multiplied by 100*
9 persons	**NUMBER OF:** • Families • **WHERE** there are 9 persons in the household (line 3r = 9) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is equal to 9 **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
10+ persons	**NUMBER OF:** • Families • **WHERE** there are 10 or more persons in the household (line 3r is greater than or equal to 10) • **OR** if the number in (line 3r) is blank, if the total number of lines filled out in line 3a is greater than or equal to 10 **DIVIDED BY:** • Total number of families *Multiplied by 100*
Average Household Size	**SUM OF:** • People in the household (line 3r) • **OR** if (line 3r) is blank, the number of lines filled out in line 3a **DIVIDED BY:** • Total number of families
Distribution by Number of Bedrooms (%)	**Section Heading**
0 Bedrooms	**SUM OF:** • Families • **WHERE** there are 0 bedrooms in the unit (line 5c = 0) **DIVIDED BY:** • Total number of families *Multiplied by 100*
1 Bedroom	**SUM OF:** • Families • **WHERE** there is 1 bedroom in the unit (line 5c = 1) **DIVIDED BY:** • Total number of families *Multiplied by 100*

Data Field	Business Rule
2 Bedrooms	**SUM OF:** - Families - **WHERE** there are 2 bedrooms in the unit (line 5c = 2) **DIVIDED BY:** - Total number of families *Multiplied by 100*
3 Bedrooms	**SUM OF:** - Families - **WHERE** there are 3 bedrooms in the unit (line 5c = 3) **DIVIDED BY:** - Total number of families *Multiply by 100*
4 Bedrooms	**SUM OF:** - Families - **WHERE** there are 4 bedrooms in the unit (line 5c = 4) **DIVIDED BY:** - Total number of families *Multiplied by 100*
5+ Bedrooms	**SUM OF:** - Families - **WHERE** there are 5 or more bedrooms in the unit, (line 5c) is greater than or equal to 5 **DIVIDED BY:** - Total number of families *Multiplied by 100*